



REQUEST FOR PROPOSALS – Local Grants Program

The New Hampshire Estuaries Project (NHEP) requests proposals for projects that will result in achievement or significant progress toward achievement of one or more Action Plans described in the NHEP Management Plan (see Attachment 1).

INTRODUCTION

Through the New Hampshire Office of State Planning and Energy Programs, the NHEP is requesting proposals from qualified individuals or organizations to conduct activities that will result in achievement or significant progress toward achievement of one or more Action Plans described in the NHEP Management Plan (see Attachment 1).

Applicants may submit project proposals for up to \$10,000. A 1:1 match of non-federal cash or in-kind services is required for projects funded by the NHEP (i.e., for each dollar contributed to a project by the NHEP, a dollar must be provided by the applicant in the form of cash or in-kind services related to the project).

Funding for this project is provided through the U.S. Environmental Protection Agency. Therefore, all federal requirements of the Clean Water Act, as amended, and all State requirements must be adhered to and will be part of a contract for services.

A contract will be executed between the parties selected and the NHEP for submission to Governor and Council for approval. The term of the contract will be from the date of approval by Governor and Council to the established project completion date, which can be no later than June 30, 2005.

All proposals must be received by Dave Kellam, NHEP Project Assistant, 152 Court Street, Suite 1, Portsmouth, NH 03801 no later than 4:00 PM on November 26, 2003. The original and four copies of the proposal must be received by the deadline.

GENERAL INFORMATION

General: The NHEP will enter into a contract with a qualified organization to engage in activities that will result in achievement or significant progress toward achievement of one or more Action Plans described in the NHEP *Management Plan*.

Geographic Scope: Eligible projects are those that address NHEP Action Plans within the coastal watershed.

Eligible Applicants: Eligible applicants include municipalities, local community groups, environmental/watershed associations, nonprofit organizations, schools and educational institutions, county conservation districts, and regional planning commissions conducting activities within the coastal watershed. Interested organizations may submit no more than one proposal.

NHEP Action Plans: The NHEP *Management Plan* contains 98 Action Plans, or strategies, that focus on improving, protecting, and preserving the environmental quality of the state's estuarine systems. The prioritized Action Plans are related to the areas of water quality, shellfish, land use, habitat restoration and outreach/education. Projects must address at least one Action Plan (see Attachment 1). The complete NHEP *Management Plan* can be obtained by contacting the NHEP office at (603) 433-7187.

QAPPs: All NHEP-funded projects involving monitoring or data collection require an approved Quality Assurance Project Plan (QAPP) prior to initiation of any fieldwork or data collection activities.

Project Schedule: Proposals should include a schedule for completion of all project tasks. Projects must be completed by June 30, 2005.

Reporting: Interim project reports will be required quarterly and must be submitted using the NHEP report template. A final report for the project shall describe all actions associated with the funded activity. Final report guidelines will be provided by the NHEP.

PROPOSAL REQUIREMENTS

A. DESCRIPTION OF PROPOSAL

In order to be considered, an original and four copies of the proposal are required from the applicant. The proposal must include the following elements:

1. Transmittal Letter – signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant's understanding of the work to be done, a commitment to perform the work within the time period, and a disclosure statement addressing the applicant's relationship(s), if any, with the State of New Hampshire.
2. Title Page – showing the proposal's topic, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.

3. Description of Project and Services to be Rendered – Describe the proposed approach and process that will be used to accomplish the scope of work to be performed. It should clearly define the following:
 - a) Action Plan(s) addressed.
 - b) Project description.
 - c) Expected project results and criteria for measurement/evaluation.
 - d) List of specific work tasks.
 - e) Work products or deliverables generated for work tasks, as applicable.
 - f) A schedule or timeline for all work tasks.
4. Description/Qualifications of Applicant – Describe the applicant's organization, including its mission and experience with proposed project. Proposal must identify the individual(s) that would work on this project, including any subcontractors.
5. Supporting Documentation – Include relevant letters of support, letters of commitment or other documentation in support of the proposal.

B. PROPOSAL BUDGET

Applicants must submit a total project budget, which includes (1) requested NHEP funds, (2) matching funds or in-kind services provided by applicant, and (3) any other funding contributing to the project, such as other federal funds. Matching funds must be non-federal sources of funding and must equal or exceed the amount requested from the NHEP. The budget should be tied to specific work tasks (i.e., a cost for completing each work task should be assigned). Costs should be broken into categories including personnel, travel, equipment/supplies, contractual, and any other relevant categories. Personnel costs should include hours and hourly rates.

The State of New Hampshire will not be responsible for expenses incurred in preparing this proposal and such costs should not be included.

Typical payment terms are equalized quarterly payments from the NHEP. Match documentation and interim reports must accompany quarterly payment requests. If the typical terms are not acceptable, the applicant should provide their requested payment schedule and a justification.

EVALUATION OF PROPOSALS

A review team selected by the NHEP Director will evaluate all proposals. The review team will be composed of NHEP personnel and representatives from the NHEP Management Committee. The review team will review complete applications and each proposal will be scored according to the following criteria:

- The degree to which the proposed project addresses one or more of the NHEP Action Plans in the *Management Plan*.

- The demonstration of measurable results and benefits.
- The thoroughness of the proposed project plan (reasonable milestones, time frames, and tasks with a high likelihood of success).
- The thoroughness of the proposed project budget (clearly identified costs, sources of match, and level of matching funds provided).
- The degree of collaboration with other organizations and support for the project, as applicable.

SCHEDULE

10/08/03: Release Request for Proposals

11/26/03: Proposals Due

12/23/03: Proposal selected for funding

02/25/04: Project on Governor and Council Agenda for approval

03/01/04: Project Begins

06/30/05: Project Completed

Proposals must be received no later than 4:00 PM on November 26, 2003.

Direct any questions regarding this Request for Proposals to Dave Kellam, NHEP Project Assistant, at (603) 433-7187 or Dave.Kellam@rscs.net

Attachment 1: List of Action Plans

WATER QUALITY ACTION PLANS

ISSUE	ACTION	PRIORITY
Illicit Connections	WQ-4b: Assist coastal communities in completing and maintaining maps of infrastructure systems (sewer and stormwater drainage).	Highest
Illicit Connections	WQ-4c: Eliminate cross connections in coastal communities.	Highest
Illegal Direct Discharges	WQ-7: Provide incentives to fix/eliminate un-permitted direct discharges such as grey water pipes, failing septic systems, and agricultural runoff.	Highest
Stormwater	WQ-8: Research the effectiveness of innovative stormwater treatment technologies for existing, highly urbanized areas in New Hampshire.	Highest
Stormwater	WQ-10: Research effectiveness and use of the Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire. Revise, publish, and promote the Handbook.	Highest
Septic Systems	WQ-13: Provide information to citizens of the coastal watershed related to septic systems to help improve water quality.	Highest
Water Quality Outreach	WQ-19: Stormwater Awareness: Support and expand storm drain stenciling programs	Highest
Wastewater Treatment	WQ-1: Evaluate wastewater treatment facilities and seek practical options for secondary or tertiary treatment	High
Wastewater Treatment	WQ-2: Evaluate suitability of UV alternatives to chlorine in wastewater post-treatment.	High
Wastewater Treatment	WQ-3: Prioritize and upgrade wastewater treatment facilities to reduce bacterial pollution from hydraulic overloading.	High
Illegal Direct Discharges	WQ-6: Promote collaboration of state and local officials to locate and eliminate illegal discharges into surface waters.	High
Stormwater	WQ-9: Ensure that water quality and quantity impacts from new development are minimized at the planning stage of development.	High
Oil Spills	WQ-12b: Enhance oil spill clean up efforts through pre-deployment infrastructure and high speed current barriers.	High
Septic Systems	WQ-14: Encourage use of innovative alternative technologies for failing septic systems to help improve water quality.	High
Air Quality	WQ-15: Support efforts to reduce the deposition of atmospheric pollutants by eliminating loopholes in current laws, encouraging construction of efficient power plants, and encouraging energy conservation.	Priority
Water Quality Outreach	WQ-17: Coordinate public tours of wastewater treatment facilities.	Priority
Water Quality Outreach	WQ-18: Support and coordinate stormwater technical workshops.	Priority
Water Quality Outreach	WQ-20: Conduct estuarine field day for municipal officials.	Priority

SHELLFISH ACTION PLANS

ISSUE	ACTION	PRIORITY
Shellfish Harvesting	SHL-5: Collect and monitor water quality samples to identify sources and reduce or eliminate contaminants.	Highest
Shellfish Harvesting	SHL-6: Periodically collect and monitor shellfish tissue samples as appropriate for toxics and biotoxics.	Highest
Shellfish Management	SHL-7: Maintain an ongoing shellfish resource assessment program focusing on softshell clam and European and American oysters, but also considering blue mussels, sea scallops, surf clam, ocean quahog and razor clams	Highest
Shellfish Outreach	SHL-10: Provide information regarding public access to shellfish beds through distribution of maps/booklets	Highest
Aquaculture	SHL-15: Evaluate and address perceived and real institutional barriers to aquaculture and promote environmentally sound aquaculture practices.	Highest
Shellfish Management	SHL-9b: Increase outreach and education about methods to control shellfish predators.	Priority
Shellfish Management	SHL-9c: Explore alternative recreational shellfish harvest methods.	Priority
Shellfish Management	SHL-9d: Increase productivity by discouraging harvest of immature shellfish.	Priority
Shellfish Outreach	SHL-11: Establish Bounty of the Bay shellfishing field education program.	Priority
Shellfish Outreach	SHL-13: Update materials and improve distribution of shellfish-related information.	Priority

LAND USE ACTION PLANS

ISSUE	ACTION	PRIORITY
Development/ Impervious Cover	LND-1: Prepare a report of current and future levels of subwatershed imperviousness for one major coastal NH watershed.	Highest
Development/ Impervious Cover	LND-2: Implement steps to limit impervious cover and protect streams at the municipal level.	Highest
Development/Sprawl	LND-6: Prevent urban sprawl in coastal watersheds.	Highest
Development/Sprawl	LND-6a: Develop a regional anti-sprawl pilot partnership to create an anti-sprawl vision among Towns (and Regional Planning Commissions) in a single estuarine watershed.	Highest
Development/Sprawl	LND-6f: Provide assistance in conducting comprehensive reviews, identifying sources of funding, providing public education, and implementing new land use tools in those communities that embrace a strong anti-sprawl philosophy.	Highest
Shorelands	LND-14: Assist municipalities in developing and adopting land-use regulations to protect shoreland buffers	Highest
Shorelands	LND-15: Support land conservation efforts in shoreland areas.	Highest
Shorelands	LND-16: Through outreach efforts to local officials and shoreland property owners, improve the enforcement of the state Comprehensive Shoreland Protection Act and other applicable shoreland protection policies.	Highest
Groundwater	LND-19: Locate, reduce or eliminate and prevent groundwater contamination.	Highest

LAND USE ACTION PLANS (continued)

Fresh Water Wetlands	LND-25b: Provide training and project assistance for towns interested in undertaking New Hampshire Method Evaluation Project	Highest
Permanent Land Protection	LND-26: Support implementation of state and federal land protection programs (e.g., Conservation and Reinvestment Act, Land and Community Heritage, Teaming With Wildlife, Land and Water Conservation Fund, Coastal Initiative Program)	Highest
Permanent Land Protection	LND-27: Support efforts of Great Bay Resource Protection Partnership	Highest
Permanent Land Protection	LND-28: Encourage towns to return 100% of current use change tax to conservation commissions for the purpose of natural resource acquisition, easements, restoration and conservation land management	Highest
Habitat Protection / Regulation	LND-32: Encourage municipalities to incorporate wildlife habitat protection into local master plans, through the promotion of NH Fish and Game's Identifying and Protecting Significant Wildlife Habitat: A guide for towns and other activities.	Highest
Habitat Protection / Regulation	LND-33: Encourage zoning and other regulatory tools that maintain contiguous habitat blocks.	Highest
Voluntary Land Conservation	LND-35: Maintain current use program.	Highest
Voluntary Land Conservation	LND-36: Encourage conservation easements.	Highest
Development/ Impervious Cover	LND-3: Conduct research to examine relationship between percent impervious cover and environmental degradation.	High
Development/Sprawl	LND-6b: Conduct comprehensive review of 43 towns in the NH coastal watershed to determine land use policies that affect sprawl.	High
Development/Sprawl	LND-6c: Develop and maintain comprehensive database or library of new smart growth funding programs.	High
Development/Sprawl	LND-6e: Contribute to development of new smart growth planning tools with emphasis on provisions that protect estuarine water quality.	High
Tidal Wetlands	LND-7: Complete rulemaking and begin implementation of the <i>Recommended New Hampshire Wetland Mitigation Policy</i> .	High
Tidal Wetlands	LND-10: Identify and restore additional restorable tidal wetlands.	High
Tidal Wetlands	LND-11: Create list of potential wetland restoration projects that could be used for wetland mitigation projects and distribute to state agencies and municipalities.	High
Shorelands	LND-13: Develop framework to define and delineate urban and non-urban shoreland areas.	High
Shorelands	LND-17: Provide incentives to relocate grandfathered shoreland uses.	High
Freshwater Wetlands	LND-20: Develop and implement wetland buffer outreach program for planning boards.	High
Freshwater Wetlands	LND-25: Encourage municipal designation of Prime Wetlands and 100-foot buffers.	High
Freshwater Wetlands	LND-25c: Work with planning boards and conservation commission on regulatory approaches to wetland conservation.	High

LAND USE ACTION PLANS (continued)

Freshwater Wetlands	LND-25d: Create and/or enhance local land conservation programs with emphasis on high value wetlands and buffers.	High
Habitat Protection	LND-29: Provide technical assistance in land protection and management to regional land trusts and municipal conservation commissions.	High
Habitat Protection	LND-30: Develop and encourage use of biomonitoring standards to evaluate water quality.	High
Habitat Protection	LND-31: Use biomonitoring and water quality monitoring to prioritize watershed areas for protection and remediation.	High
Habitat Protection	LND- 34: Encourage appropriate buffers around important wildlife areas and rare or exemplary natural communities.	High
Development/ Impervious Cover	LND-4: Prevent introduction of untreated stormwater to wetlands by supporting development of NH Minimum Impact Development guidelines.	Priority
Development/Sprawl	LND-6d: Develop science-based handbook and video on the nature, causes, and remedies of sprawl for audiences in the NH coastal watershed.	Priority
Tidal Wetlands	LND-8a: Strengthen enforcement and effectiveness of the state tidal buffer zone through outreach to local officials and tidal shoreland property-owners.	Priority
Freshwater Wetlands	LND-23: Prevent introduction of untreated stormwater to wetlands through increased understanding of stormwater impacts on wetland ecology.	Priority
Freshwater Wetlands	LND-25a: Create a traveling Prime Wetlands display.	Priority

HABITAT RESTORATION ACTION PLANS

ISSUE	ACTION	PRIORITY
Wetland Restoration	RST-3: Continue to restore the restorable tidal wetlands in the NRCS Service report, <i>Evaluation of Restorable Tidal Marshes in New Hampshire</i> .	Highest
Restoration Funding	Action RST-6/LND-12: Pursue restoration funding from NH DOT, USDA/NRCS, US F&W and other sources.	Highest
Tidal Wetlands	RST-2/LND-10: Identify and restore additional restorable tidal wetlands.	High
Habitat Restoration	RST-4: Identify and implement habitat restoration projects in important non-tidal habitat areas, such as uplands and freshwater wetlands.	High
Tidal Wetlands	RST-5/LND-11: Create list of potential wetland restoration projects that could be used for wetland mitigation projects and distribute to state agencies and municipalities.	High

OUTREACH ACTION PLANS

ISSUE	ACTION	PRIORITY
General Outreach	EDU-5: Support for volunteer organizations active in water quality, habitat or other estuarine watershed natural resource issues.	Highest
General Outreach	EDU-1: Use media to enhance educational efforts	High
General Outreach	EDU-2: Work with Seacoast newspapers to establish a monthly newspaper column on coastal natural resource issues.	Priority